

# TOWN OF ISLIP

## APPLICATION FOR PUBLIC ACCESS TO RECORDS

ORIGINATING DEPARTMENT

DATE  
STAMP  
HERE



To: Records Access Officer

Department \_\_\_\_\_

Warning: Pursuant to Penal Law Section 175.20 and 175.25, it is a crime to tamper in any way with public records.

I hereby apply to inspect the following record:

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APPLICANT NAME (Please print)

APPLICANT SIGNATURE

ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

**FOR DEPARTMENT USE ONLY** (*This request will be processed in 5 working days*)

- ☐ Approved
 ☐ Record does not exist
- ☐ Denied (for reason (s) checked below)
- ☐ Unwarranted Invasion of Personal Privacy
  - ☐ Exempted by statute other than the Freedom of Information Act
  - ☐ Records maintained for the regulation of commercial enterprise which if disclosed would cause injury to the competitive position of the subject enterprise
  - ☐ Would impair contract awards or collective bargaining negotiations
  - ☐ Would endanger the life or safety of any person
  - ☐ Exempt inter-agency or intra-agency materials
  - ☐ Exempt examination questions or answers
  - ☐ Law Enforcement records

Signature

Title

Date

**FEE SCHEDULE**

The fee for a copy not in excess of 9" x 14" is 25 cents per page. For anything else, the fee is the actual cost of reproduction. Total number of pages copied: \_\_\_\_\_ Total Fee: \_\_\_\_\_

NOTICE: You have the right to appeal a denial of this application. You are entitled to an explanation of the reason for such denial in writing within 7 days of the appeal.

I hereby appeal:

Signature \_\_\_\_\_ Date \_\_\_\_\_